

How to Report Low-Use Vehicles

To place a vehicle in the low-use category (under 200 hours a year), a fleet will first need to determine which category is most appropriate for their vehicle. An explanation of the low-use categories is covered in the FAQ on low-use vehicles, which is summarized below and also available in the Knowledge Center, found here:

<http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm>

Low-Use Categories

There are two low-use categories:

Year-by-year: Vehicles in this category do not count toward the fleet's horsepower or fleet averages and targets, and therefore can lower the fleet's requirements. However, designating a vehicle as year-by-year low-use does **not** provide credit towards the BACT requirements. A vehicle designated as year-by-year low-use can be used more than 200 hours per year in future years without restriction.

Permanent Low-Use: Vehicles in this category also do not count toward the fleet's horsepower or fleet averages and targets. However, reporting a vehicle as permanent low-use means that the fleet is committing to using the vehicle less than 200 hours per year in the future. In return, the fleet receives credit towards the BACT requirements, but cannot use the vehicle more than 200 hours per year in future years unless the vehicle meets the adding vehicles requirements. When reporting a vehicle as permanent low-use, a fleet must enter the effective date for when the vehicle's use was restricted to 200 hours per year.

Reporting Options

There are several special options concerning low-use vehicles:

Low-Use Outside: Vehicles used part of the time outside of California, and under 200 hours per year inside of California may be claimed as low-use. (In DOORS such vehicles are called "Low-Use Outside.") For Permanent low-use, this option would mean the vehicle can only be used inside of California less than 200 hours per year in the future, but could be used any amount of time outside California.

Year-by-Year Three Year Rolling Average: A vehicle used over 200 hours may be claimed as low-use if it was used under 600 hours in the last 3 years. This option applies to year-by-year low-use, but cannot be used for permanent low-use vehicles or vehicles used both inside and outside of California. In order to claim this, fleets must have reported at least three years of hour meter readings.

For more information on the credits and options for low-use vehicles, please see the Low-Use FAQ linked above.

Reporting Vehicles as Low-Use

To be reported as low-use, a vehicle must have an Equipment Identification Number (EIN) and a functioning non-resettable hour meter. In some cases, hour meter readings from the past year will also be required. See the instructions below for selecting which of the fleet's vehicles are low-use, and how to enter the hour meter readings.

1. Log into your DOORS account, and select your fleet.

2. Once your fleet is selected, the option for Low-Use will appear in the center column. Click on the “Low-use” button to go to the Low-Use Reporting page.

3. When you are on the Low-Use Reporting page, you will then select the appropriate low-use category for each vehicle in your fleet.

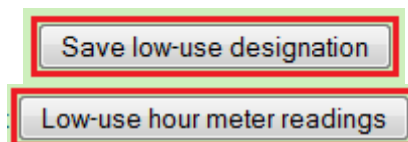
- Each vehicle in the fleet will be listed.
- For those vehicles that are not low-use, leave the column “Low-Use Type” blank, or select “Not Low-Use” from the drop-down menu.
- For each low-use vehicle, select the type of low-use for the vehicle.

Vehicle Information									
	Low-Use Type	Permanent Low-Use Effective Date (yyyy-mm-dd)	EIN	Veh veh #	Veh serial #	Veh Type	Veh Manufacturer	Veh Model	Veh MY
1	<div><div></div><div></div></div>		SL8V79		23456789	Crawler_Tractors	ABG	123	1996
2	Year-By-Year		CF5L94		0123456789	Bore/Drill_Rigs	CASE	1234	2006
3	Year-By-Year Outside*		BY9X33		012345678	Crawler_Tractors	DEERE	1234	2007
4	Permanent Permanent Outside*		BX6C79		123456789	Tractors/Loaders/Backhoes	CATERPILLAR	123	2005

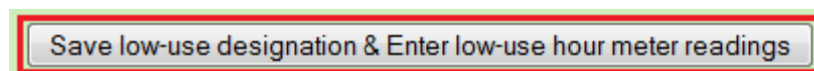
- For this example, we have selected one year-by-year low-use vehicle (i.e., vehicles used less than 200 hours per year in the past year, but which may be used more than 200 hours or more per year in future years), one year-by-year outside vehicle (i.e., a vehicle used less than 200 hours per year inside California in the past year, but used some outside of California as well, and which may be used 200 hours or more per year in California in future years), one permanent low-use vehicle (i.e., a vehicle the fleet will only use less than 200 hours per year), and one permanent low-use outside vehicle (i.e., a vehicle the fleet will only use less than 200 hours per year within California, but may be used more per year outside of California.)

Vehicle Information									
	Low-Use Type	Permanent Low-Use Effective Date (yyyy-mm-dd)	EIN	Veh veh #	Veh serial #	Veh Type	Veh Manufacturer	Veh Model	Veh MY
1	Year-By-Year Outside* ▾		CF5L94		0123456789	Bore/Drill_Rigs	CASE	1234	2006
2	Year-By-Year ▾		SL8V79		23456789	Crawler_Tractors	ABG	123	1996
3	Permanent Outside* ▾	2013-01-01	BX6C79		123456789	Tractors/Loaders/Backhoes	CATERPILLAR	123	2005
4	Permanent ▾	2013-01-01	BY9X33		012345678	Crawler_Tractors	DEERE	1234	2007

- When designating permanent low-use and permanent low-use outside vehicles, you must enter the effective date (i.e. the date when the vehicle's use was restricted to 200 hours per year). Enter that date in the column titled "Permanent Low-Use Effective Date" in the format yyyy-mm-dd.
- 4. Save your low-use data and move to the screen to enter low-use hour meter readings. You must use one of the following two methods to save your data, or else DOORS will not save your selections.**
- Click the button, "Save low-use designation," and then click the button "Low-use hour meter readings".



- Alternately, click the button "Save low-use designation & Enter low-use hour meter readings."



5. Enter Hour Meter Readings

- Only the vehicles that were selected as a type of low-use will be shown. All other vehicles will not be included.

- Below are the four example vehicles included in the previous screen. The reporting requirements for each one will be different.

Vehicle Information						Engine Information		2013 Hour Meter Readings				2012 Hour Meter Readings			
Low-Use Type	Permanent Low-Use Effective Date (mm/dd/yyyy)	EIN	Your Veh #	Veh Serial #	HP	Engine Serial #		On or BEFORE 1/1/2013	On or AFTER 12/31/2013	Emergency Hours* in 2013	Total Hours Within California**	On or BEFORE 1/1/2012	On or AFTER 12/31/2012	Emergency Hours* in 2012	Total Hours Within California**
1 Permanent Outside*	2013-01-01	BX6C79		123456789	1000	1234567890		--	--			--	--		
2 Permanent	2013-01-01	BY9X33		012345678	1000	123456789									
3 Year-By-Year Outside*		CF5L94		0123456789	1000	1234567		--	--			--	--		
4 Year-By-Year		SL8V79		23456789	1000	12345678									

Year-by-Year

- For year-by-year low-use vehicles used less than 200 hours per year in the last year, enter the hour meter reading (**NOT the hours of use**) from on or before January 1 of the previous year, and the hour meter reading from on or after December 31 of the previous year, by March 1st. For example, if a vehicle was a year-by-year low-use vehicle in 2012, enter in an hour meter reading from on or before January 1, 2012, and an hour meter reading from on or after December 31, 2012 before March 1, 2013.
- If the vehicle was used for emergency operations during the year, please enter the number of hours the vehicle was used in emergency operations. These emergency hours will be excluded from the total hours of use when determining low-use status.
- DOORS will calculate the "Total Hours Within California" based on the data entered. Note that these hour meter readings must have less than 200 hours difference, not including hours used in emergency operations.

Year-by-Year Three Year Rolling Average

- For year-by-year low-use vehicles used greater than 200 hours per year in the last year, but less than 600 hours in the past three years, enter the hour meter readings (**NOT the hours of use**) from on or before January 1 and on or after December 31 for each year in the three year rolling period. Typically, a fleet can only enter hour meter readings for the current year; however, fleets will also be able to enter hour meter readings for the previous year between January 1st and March 1st (before the annual reporting deadline). If you did not report hour meter readings previously, low-use status will not take effect until after the hour meter readings from the third consecutive year have been entered. For example, if you start documenting hour meter readings beginning January 1, 2012, the final hour meter reading would be taken on December 31, 2014, and the vehicle would receive low-use status beginning in 2015.
- If the vehicle was used for emergency operations during the year, please enter the number of hours the vehicle was used in emergency operations. These emergency hours will be excluded from the total hours of use when determining low-use status.
- DOORS will calculate the "Total Hours Within California" based on the data entered. Note that the hour meter readings from on or before

January 1 of the first year in the three year period, and on or after December 31 of the third year in the three year period must have less than 600 hours difference, not including hours used in emergency operations.

Year-by-Year Outside

- For year-by-year low-use outside vehicles, enter the total hours of use in California for the previous calendar year, not including hours used in emergency operations, by March 1st.
- If the vehicle was used for emergency operations during the previous year, please enter the number of hours the vehicle was used in emergency operations.
- Note that the hour meter readings do not have to be less than 200 hours per year, but the "Total Hours Within California" must be under 200 hours. Do NOT include hours that were used in emergency operations. Fleets cannot use the three year average on Low-Use Outside vehicles.

Additionally, the fleet must keep a log of the dates the vehicle entered and exited California, and the hour meter readings from those dates. This log must be submitted each year a fleet reports, and is located (in PDF and Word format) under the hour meter reading table as shown. Submittal instructions are located on the form.

Vehicle Information					Engine Information		2013 Hour Meter Readings				2012 Hour Meter Readings		
Low-Use Type	Permanent Low-Use Effective Date (mm/dd/yyyy)	EIN	Your Veh #	Veh Serial #	HP	Engine Serial #	On or BEFORE 1/1/2013	On or AFTER 12/31/2013	Emergency Hours* in 2013	Total Hours Within California**	On or BEFORE 1/1/2012	On or AFTER 12/31/2012	Emergency Hours* in 2012
1 Permanent Outside*	2013-01-01	BX6C79		123456789	1000	1234567890	--	--			--	--	
2 Permanent	2013-01-01	BY9X33		012345678	1000	123456789							
3 Year-By-Year Outside*		CF5L94		0123456789	1000	1234567	--	--			--	--	
4 Year-By-Year		SL8V79		23456789	1000	12345678							

Save Hours You Entered

* Only for vehicles used for emergency operations (i.e., as a result of flood, earthquakes, storm, fire, infrequent act of nature, or terrorism).

** For vehicles used both inside and outside of California, please enter total hours used within California for each calendar year. Additionally, the fleet owner must submit a log to ARB that contains:

- Each date the vehicle entered California and the hour meter reading upon entry; and
- Each date the vehicle exited California and the hour meter reading upon exit.

To submit inside and outside California low-use information, please download the log form: ([pdf version](#)) ([word version](#)).

Permanent Low-Use

- For vehicles a fleet is designating as permanent low-use, enter the hour meter reading from on or before January 1 of the current year (or year in which the vehicle was designated as a permanent low-use vehicle). For subsequent years, the fleet will need to enter the hour meter readings from on or before January 1 and on or after December 31 of each year.
- If the vehicle was used for emergency operations during the year, please enter the number of hours the vehicle was used in emergency operations. These emergency hours will be excluded from the total hours of use when determining low-use status.

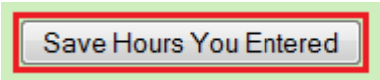
- Note that these hour meter readings must have less than 200 hours difference, not including hours that were used in emergency operations. **Additionally, please be aware that full BACT credit is only earned for vehicles designated as permanent low-use vehicles on or after January 1 of the year before the first compliance deadline (January 1, 2013 for large fleets, January 1, 2016 for medium fleets, and January 1, 2018 for small fleets). NO BACT credit is earned if designated permanent low-use before the dates shown above.**

Permanent Outside

- For permanent low-use outside vehicles, enter the total hours of use in California for the previous calendar year, not including hours used in emergency operations, by March 1st.
- If the vehicle was used for emergency operations during the previous year, please enter the number of hours the vehicle was used in emergency operations.
- Note that the hour meter readings do not have to be less than 200 hours per year, but the "Total Hours Within California" must be under 200 hours. Do NOT include hours that were used in emergency operations. Fleets cannot use the three year average on Low-Use Outside vehicles. **Additionally, please be aware that full BACT credit is only earned for vehicles designated as permanent low-use vehicles on or after January 1 of the year before the first compliance deadline (January 1, 2013 for large fleets, January 1, 2016 for medium fleets, and January 1, 2018 for small fleets). NO BACT credit is earned if designated permanent low-use before the dates shown above.**

6. Select "Save Hours You Entered"

- Do NOT select "Exit" or hit the back button before clicking "Save Hours You Entered" or all the data will be lost.



Save Hours You Entered

- DOORS will save the hours you entered after you select "Save Hours You Entered" and you can leave the page, log out of DOORS, return, and the hours will be available to review. Please note that you will only be able to edit hours from the previous year between January 1st and March 1st.

For more information on reporting, refer to our other guides, which are available from our reporting homepage at:

https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html

If you require additional assistance or information, please contact the DOORS hotline by phone at 1(877) 59DOORS (36677), or by email at doors@arb.ca.gov.